

## Emergency Purchase Certification

<b>Project Title:</b>		<b>Stimulus (ARRA) Funds? Yes__ No__</b>	
<b>Customer Contact Information</b>			
<b>Agency/Institution:</b> <b>Address:</b>		<b>Contact Person:</b> <b>Phone:</b> <b>Fax:</b> <b>Email Address:</b>	
<b>SAAS Codes (only required from state agencies)</b> <b>Provider Code:</b> <b>Agency Code:</b>		<b>Division/Dept:</b> <b>Handmail:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Project Summary</b>			
Narrative Description of Project			
<b>ITS Acquisition Approval (CP-1) should be effective through this date:</b> (Please allow time for all vendor invoices to be paid)			
<b>Cost Estimates</b>			
<i>Fiscal Year</i>	<i>Initial Costs</i>	<i>Ongoing Costs</i>	
<b>Total</b>			
<b>Discuss Funding</b> (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds; fund number)			
<b>Anticipated Lifecycle of Products/System</b> (i.e. estimate years effective use)			
<b>Acquisition Details</b>			
<b>Items Requested:</b>			
<b>Name</b>	<b>Quantity</b>	<b>Description</b>	<b>Building Location(s)</b>
<b>Emergency Purchase</b>			
► If applicable, attach a certified copy of the appropriate minutes of the agency's board meeting regarding the emergency purchase			
<b>In compliance with Section 31-7-13 (j) of Mississippi Code, provide the following information as soon as possible following the emergency purchase:</b>			
<b>Does the situation fall under the definition of an emergency set forth in Section 31-7-1 (f) of the Mississippi Code?</b>			
<b>What happened to cause the emergency?</b>			
<b>What would have been the negative consequences of following normal purchasing procedures?</b>			
<b>Basis for selection of vendor(s) used:</b>			
<b>Vendor's proposal attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Remit To</b> <b>Vendor Name:</b> <b>Vendor Address:</b>			

By my signature, I certify that an extreme emergency existed to such an extent that delay incident to giving opportunity for competitive bidding would have been detrimental to the interest of the state. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/institution is responsible for these charges/costs.

\_\_\_\_\_  
Name (Agency Head or Institution President) / Title

\_\_\_\_\_  
IHL CIO initials

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date